2002

Minutes
Athens Regional Library Board Policy Committee

The Policy Committee met at 10AM on Feb. 8, 2002. Present were Wayne Miller, Catherine Drewry, Linda Smith, Libby Murray, and Bill Prokasy. Present from the staff were Kathryn Ames, Judy Atwood, and Julie Walker. Libby Murray served as Chairman.

Three issues were discussed.

1. Challenged Materials policy and guidelines for handling such. After some discussion, the Committee recommended that the attached Guidelines be presented to the Board for approval.
   A second form will be developed by Judy Atwood to be used for a "Request for Consideration of Material NOT Owned by the Library." This form will use the same process as the Request for Consideration of Library Materials.

2. Internet Use Policy and consequences. Julie Walker discussed the need to have some consequences for patrons who abuse internet policies, particularly those who have been delving into pornography. Julie will work on suggestions and forward to the Committee for further study.

3. Records Retention Policy. The Secretary of State has recently amended the Records Retention Act and has changed the length of time specific records should be retained. The library would like to amend the policy to refer to the new schedule of retention as approved by the Georgia Department of Archives and History and the Information Management Services and to refer to them at the State's website, www.GeorgiaArchives.org
   The Committee will recommend to the Board that this change be approved. It was suggested that we ask the Secretary of State's Office to provide regular notification of further updates of this policy so that we may remain current.

Kathryn S. Ames
February 8, 2002

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
January 8, 2002

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:03 by Mr. Berryman, Chairman. Present were Ms. Abercrombie, Ms. DeJoy, Ms. Dunn, Mr. Eberhart, Ms. Middleton, Mr. Mokler, Mr. Pollock, Ms. Pope, Mr. Prokasy, and Mr. Ruffin. Mr. Dendy and Ms. Hartle arrived late. Ms. Bell was excused and Mr. Heyl was absent. Mr. Wetherbee called and resigned from the board prior to the start of the meeting. Staff representatives included Mrs. Ames, Mrs. Walker, Mrs. Auwarter, Ms. Simonds and Mrs. Blake who recorded the minutes.

The minutes from the meeting of October 9, 2001, were approved as mailed upon a motion from Mr. Eberhard, second by Ms. DeJoy and unanimous vote.

New board members Ann Dunn and Diane Hartle were welcomed.

Mrs. Simonds presented the financial report. Winterville has been billed for its share; Athens-Clarke County sends a monthly check. Overall in the second quarter both revenues and expenditures are at 48%. Cash flow is good. She highlighted some budget overages: telephone, travel, equipment repair and maintenance. There was a question about the copy machine income versus the outgo which will double by the end of the fiscal year.

Ms. Middleton, chair of the nominating committee(Ms. Abercrombie, Mr. Mokler and Mr. Dendy), presented the slate of new board officers. They are:

Chairman	- Phil Pollock
Vice Chairman	- Bill Prokasy
Treasurer	- Wally Eberhard
Regional Representative	- Gene Ruffin

There were no nominations from the floor and the slate was unanimously approved.

Mr. Pollock assumed the chair and as there were no members of the public present asked for a motion to adopt the agenda. Mr. Ruffin made the motion to adopt the agenda followed by a second from Mr. Berryman. The vote was unanimous.

Mrs. Auwarter reported on resources available from the LSTA Business Grant. She gave a demonstration of business searches through Reference USA internet resource.

Committee reports followed. There was no report from the Friends Committee. The Winterville Library has a new branch manager, Anne Wimberly. The Endowment's campaign is within a couple of thousand dollars of meeting the Phase I goal of $500,000. The plate wall is full and we have to have another case made. The Endowment Board meets next week about moving to Phase II.

Mr. Eberhard of the PR committee reported that the PINES issues have begun to settle out. He wrote to the Mayor and Commission about local TV Channel 7 and opening its use up to secondary agencies. There was no report from the Book Complaint committee and the report from Building & Grounds was mailed.

Mrs. Ames presented the Director's report which is attached. The state is going through mandatory budget reductions too. Fortunately only the materials budget will be affected. Next year our reductions will be at least twice this amount. Mrs. Ames explained all the state budget information. It is time to weed books throughout the system. Legislative Day is Feb. 14 in Atlanta.

Unfinished Business the Constitution Review Committee has still not met but promises to complete before year end.

New Business - The FY2003 budget was presented. The Finance Committee met and is asking for a 3% increase in personnel and the second round of increases from the John Wolfe study. The county required a 5% reduction list as an element of the budget submission. It would have to come from personnel. We don't anticipate any vacancies or retirements - see attached list. Our county commission knows about the maintenance of effort requirement from the state. Dr. Prokasy added that when you add in the reduction in service from this year, it is an additional burden. The budget was approved as presented on a motion and second from Dr. Prokasy and Mr. Eberhard.

Ron Wetherbee has resigned from the board as of today. The Building and Grounds list of what needs to be done to the building is tied up with the lease agreement with the county.

The meeting was adjourned at 5:15 PM.

Kathryn Ames

Kathryn S. Ames, Secretary

ATHENS-CLARKE COUNTY LIBRARY BOARD
PROPOSED AGENDA
January 8, 2002

Call to order.

*Minutes of October 9, 2001.

Welcome new board members Ann Dunn and Diana Hartle.

Financial Report.

Public Comment.

*Adopt Agenda.

Staff Report: Clare Auwarter, Business Reference

Committee Reports.
1. Friends of the Library
2. Winterville Library
3. Endowment
4. Public Relations
5. Book Complaint
6. Building & Grounds

Director's Report.

Unfinished Business.
Constitution Review Committee
Elect Board Officers

Pollock, Chm
Prokasy V Chm ?
Eberhardt Tr

New Business.
FY2003 Budget Proposal

Other business.

Adjourn.

Library Legislative Day - February 14

Minutes
Athens Regional Library Board
January 17, 2002

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Miller, Vice Chairman, at 3:33. Attending from Athens-Clarke County were Dr. Prokasy and Mr. Ruffin and Mr. Eberhard; from Franklin County were Mr. Mathis and Ms. Gothard; from Madison County was Mr. Ingram, Mr. Moak, and Mrs. Murray; from Oconee County were Ms. Smith, and Mr. Billings; and from Oglethorpe County were Mr. Shapiro, and Mrs. Drewry who arrived late. Mr. Pollock was excused. Mr. Swan and Mr. Downs were absent. Mrs. Ames, Mrs. Simonds, Mrs. Atwood, Mrs. Driver and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the October 25, 2001, meeting were approved as mailed. There were no members of the public present. The agenda was adopted upon a motion and second from Dr. Prokasy and Mr. Ruffin.

Mrs. Simonds gave the financial report. Regional revenues are at about 50% and expenditures where they should be. Revenues are exceeding expenditures so we're okay. She explained changes in the report (adjustment in Franklin County funds and adding Crawford in Oglethorpe County) since it was mailed.

Staff Report - Mrs. Driver gave a summary from Unique Management, our collection agency. She explained that they charge us $4.90 for each name we turn over to them. We are about $10,000 a year ahead and have gotten back $32,000 worth of materials. We get $3.32 for every dollar we invest - however the biggest advantage is the materials we get back. She recommended that we become part of the Hall Pilot Project to make a seamless transition from Dynix to PINES. Mr. Mathis and Mr. Shapiro moved and seconded to keep this program going. The approval was unanimous.

Regional Reports

Athens-Clarke County: Mr. Ruffin reported that we had a resignation from the board (Mr. Wetherbee) and that Winterville's new branch manager has resigned. The Endowment is within $2,000 of meeting its Phase I $500,000 goal. There were no book complaints. The budget was the main items of business and we may have to trade off personnel for hours. Clarke County asked for two budgets.

Oglethorpe County: Mr. Shapiro reported they have excess money to spend so they voted to buy 2 flat screen monitors and walkie talkies for the meeting room. The furnace is not repaired. The board had discussed removing a filter from one of their computers.

Mr. Ruffin presented the slate of new board officers. They are:

Mr. Miller	Chairman
Mrs. Murray	Vice-Chairman
Mr. Pollock	Treasurer
Mr. Shapiro	At-Large Member

There were no nominations from the floor and the slate was unanimously accepted upon a motion and second from Mrs. Murray and Mrs. Drewry.

~~Performance Appraisal~~ Personal Leave Day - Mr. Ruffin recommended no change in the policy for an additional day. ~~The bold type shows~~ Performance Appraisal recommended changes. The change is in the place of retention. He moved to change the policy as recommended, Mrs. Drewry seconded and the vote was unanimous. on the Performace Appraisal policy

New Business

Valuation Advisory Group - we get a finding on our audit report about our fixed assets every year. This company evaluates capital items over $1,000 not including vehicles or buildings. They provide the software. We will have more details at the next meeting.

Library Legislative Day is February 14.

Branch Managers and Team Leaders will meet on February 25 to develop a new performance review form.

There being no other business, the meeting was adjourned at 4:53.

Kathryn S. Ames

Kathryn S. Ames, Secretary

Madison County: Mr. Ingram said the County Commission gave the library what they asked for in terms of funding. The constitution will be revised to reflect the change in funding as the Commission is now the only source. All board members are now appointed by the Commission. They have replaced one board member. Their FOL members raised $5,000 for the library this year.

Franklin County: Mr. Mathis noted that they are back to a full board. Lavonia building repairs are completed but the roof still leaks. It will be re-landscaped. Discussed revitalizing the Lavonia FOL. The Royston FOL has done some unique things. Reading programs are going on in both libraries. They are still wrestling with the imbalance of hours in the two libraries. They have seven funding entities to deal with.

Oconee County: They have had one resignation also. The board hasn't met yet but there are two open positions. The library is busy with PINES training and Chamber meetings. The FOL is busy too and gave the staff a luncheon.

Director's Report

Mrs. Ames congratulated Wally Eberhard. He is the new Vice President of the Georgia Library & Trustees Association. She asked the board to see her attached report. The Advocacy grant will be presented at ALA in June. The lawsuit at Atlanta-Fulton County library was discussed. Our Errors and Omissions policy covers us. Mrs. Barnes was here today from 12-12:35 to promote the Governor's GELI early learning initiative. 75 kids and 25 adults from the H.T. Edwards Pre-K program got library cards while she was here. Mrs. Ames reported on big increases in internet fraud. We're going to computer reservations with new software. We have policies and procedures in place via Open Records Act. The impact of the Governor's 2 1/2% reduction is attached. Mr. Eberhard spoke about regenerating statewide connections for Friends groups and trustees.

Old Business

Collection Development - Judy Atwood presented a revised policy. After the October meeting the Freedom of Access to Information on page 2 was redone. She said she couldn't find any library that had addressed how CIPA contradicts this Freedom of Access. The last page addresses CIPA. After some discussion and editing, the policy was unanimously approved as edited on a motion and second from Mr. Eberhard and Mr. Shapiro.

Challenged Materials - Mrs. Atwood presented the policy. The was discussion about decentralizing the procedure and giving the local board leeway to develop its on procedures for reviewing and deciding the merits of a challenge. This policy will be reevaluated again.

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
April 9, 2002

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Mr. Pollock, Chairman. Present were Ms. Abercrombie, Mr. Dendy, Ms. Dunn, Ms. Hartle, Mr. Heyl, Ms. Kohl, Ms. Middleton, Mr. Mokler, Ms. Pope, Mr. Prokasy, Mr. Ruffin and Ms. Tweedell. Ms. DeJoy, Mr. Berryman and Mr. Eberhard were excused. Staff representatives included Mrs. Ames, Mrs. Walker, Mrs. Elsner, Ms. Simonds and Mrs. Blake who recorded the minutes. Miss Dunn was Absent.

The minutes from the meeting of January 8, 2002, were approved as mailed upon a motion from Mr. Mokler, second by Mr. Ruffin and unanimous vote.

New board members Diane Kohl and Laurie Tweedell were welcomed.

Mrs. Simonds presented the financial report. Fines are low but copy money is offsetting it and there will be additional PINES reimbursement for postage on the Revenue side. Under Expenditures the worker's comp and insurance bill were more than budgeted - 3 vans and rising costs. Postage will be going up again on June 30. We will be getting $8,086 from Athens-Clarke County for the e-rate share of the telephone. At 73% of the budget expended, and one quarter to go we are okay. Mrs. Simonds explained state grants and SPLOST. It was suggested that TBC be changed to Special Needs Library on the report. The budget categories will need to be amended in July if there is more than 10% variance from the budget total.

There were no members of the public present. Mr. Dendy did a brief commercial for Greenfest and offered brochures. The agenda was unanimously adopted on a motion and second from Dr. Prokasy and Mr. Dendy.

Staff Report: Jackie Elsner reported on the Vacation Reading Club whose theme this year is "Worldwide Reading @ Your Library." She showed the artwork and some of the prizes and explained about the new puppet show and programs at each branch. We have received a $275 mini-grant per facility for the VCR.

Committee reports followed.
Friends of the Library - there is a written report attached. Mrs. Ames particularly asked board members to look at the two new display cabinets purchased by the Friends for the library.
Winterville - Laurie Tweedell reported there is a new branch manager, Mary Linneman. She is working on poetry month programs for both adult and children and patronage is going up. They are hoping their annual booksale in June at the Marigold Festival will be the beginning of revitalizing their Friends group.
Endowment - there is a written report attached. A new plate

case has been commissioned because they've already filled one. Todd Emily is the new chair for next year. It was suggested that he be invited to the July meeting.
PR- Mr. Eberhard in France - no report.
Book Complaint - Mrs. Middleton suggested a name change in the committee to Materials Complaint. It had not functioned since the last meeting.
Building and Grounds - there has been a re-design of several areas. We will tour them at the next meeting.

Mrs. Ames presented the Director's report which is attached. We are buying the 1930 Georgia Census. We will do a news release when we have it. It is not indexed. She informed the board of the armed robbery in Bogart and mentioned that although Winterville is not as isolated as Bogart, there is no panic button there either. We may need to talk about this with the Winterville Board. Georgia CIPA won't come out of committee this year at the legislature. We have free passes to ALA exhibits for all board members.

Unfinished Business - PINES Discussions - Mrs. Walker explained a new software release which includes an intra-PINES holds and acquisitions module. Major decisions about the holds module will be made April 25 re: building level(facility) vs. group or regional level question about who first. What is this boards preference? Upon a motion and second by Mr. Mokler and Mrs. Middleton the board unanimously voted that when setting priorities for holds in PINES, the regional system's patrons will receive preference over all patrons in other PINES libraries. (priority given to the group(regional system)patrons not to the individual facility patrons). Mrs. Walker also mentioned that the state is exploring a UPS contract for moving materials around.
Committee Assignments - The only committee with no one assigned is the Friends. Ms. Hartle said she would be interested in taking the assignment. They meet monthly on Tuesdays.

New Business - The SPLOST project resource centers were not funded for staffing from CDBG. Attached is an alternative for staffing them if the board chooses to do so. After some discussion Mr. Dendy moved that the board authorize Mrs. Ames to present this plan to the manager, mayor and commission and to convey to them what we're doing, why and that this is a one time thing. The vote was unanimous after a second from Mr. Mokler.
Plaque - the wording for the plaque(attached)for the quilt was unanimously approved on a motion and second from Mr. Heyl and Mrs. Middleton.
Teen Listserv - the draft policy statement was unanimously approved as amended upon a motion and second from Mr. Dendy and Mr. Ruffin.

Georgia Library Association Trustee and Friends group - Wally Eberhard of our board is a Vice President and Mrs. Ames a second Vice President. The meeting in October will be here in Athens. Look at the programs available on the web page.

This Saturday is the library's 10th birthday party at 1:00. Please join us for cake.

The meeting was adjourned at 5:00 PM.

Kathryn Ames
Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
April 18, 2002

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Miller, Chairman, at 3:30. Attending from Athens-Clarke County were Dr. Prokasy, Mr. Ruffin and Mr. Pollock; from Franklin County was Ms. Gothard; from Madison County were Mr. Ingram, Mr. Moak, and Mrs. Murray; from Oconee County were Ms. Smith, and Mr. Billings; and from Oglethorpe County were Mr. Shapiro, and Mrs. Drewry. Mr. Eberhard and Mr. Mathis were excused and Mr. Downs arrived late. Ms. Dunham was absent. Mrs. Ames, Mrs. Walker, Mrs. Atwood, Mrs. Firestone and Mrs. Blake, who recorded the minutes, were present from the library staff.

Even though she was not present, Chantal Dunham was welcomed as a replacement for Mitchell Swan from Oconee County as his reserve unit may be called up at anytime.

The minutes from the January 17, 2002, meeting were approved as amended. A reporter was present to hear the board's discussion of the Internet Use Policy.

Internet Use was moved to be considered next on the agenda. Mrs. Walker presented the rationale behind the suggested policy from the policy committee. After some discussion and a few minor changes in the wording, the suggested policy was unanimously accepted as edited on a motion and second from Dr. Prokasy and Mr. Pollock.

Reverting back to the agenda, Mrs. Ames presented the financial report. The Oglethorpe County numbers have been corrected in the attached report. The financial report mailed out was a draft.

Staff Report - Mrs. Firestone reported that children's programming had received additional funding from the state ($275 per branch) to use during the vacation reading club. This funding allows for "Grandmother Goose", a storyteller, to make three visits to each branch and Cliff Patton, a ventriloquist, to visit each branch once. This is the second summer we have received this additional funding.

Regional Reports

Athens-Clarke County: Mr. Pollock reported a routine meeting. There was some discussion of a pending new PINES release which will add flexibility on holds. SPLOST resource centers within the community centers at Thomas Lay Park and East Athens have mini-libraries. CDBG didn't fund staffing them. The Athens board voted to staff them at 15 hours a week for 1 year.

Oconee County: There are three new board members and a new Chairman, Doris Firth. Linda Smith also noted that our present

accounting system would be continued through 12/31/02 - then the state expects local library systems to pay for the maintenance. This is an unfunded mandate and she asked board members to contact their legislators now. The Bogart Branch was held up recently. The Oconee Board chose to borrow from their reserve fund to schedule someone else to be there all hours they are open through the end of the fiscal year. Then they will probably cut hours. The Friends of the Library got a $1500 grant from the Junior League for Family Fun Day.

Madison County: Mr. Ingram said they had lost one board member, Miriam Tiller and are losing the children's assistant, Bette Kitchens. Their FOL booksale is in progress. Mr. Moak added that the board had been approached to approve a joint project between their Friends and the Historical Society for a Photo Archive. The end result will be an internet established archive.

Oglethorpe County: Ms. Drewry noted that all circulation is up. Their new Georgia flag was stolen. They had received a grant from Family Connection for $3000 for use with children's programs. The board voted to remove the filter from one computer. They have two new flat screen monitors and one new computer. They too have discussed the problem of having only one staff member scheduled some of the hours the library is open. The Friends will help staff in winter especially. The HVAC is working fine. The board is working on a new budget.

Franklin County: Mr. Miller said that library use was up in both branches. The staff have attended several workshops. The Royston meeting room is getting new carpet from the Friends. They had discussed safety in the library too. Lavonia usually has only one person. It was suggested that local law enforcement be contacted. Lavonia will hold a booksale in May. There will be no new funding from the BOE as they had hoped. The Bylaws have been modified to accurately reflect the funding agencies representatives.

Director's Report

Mrs. Ames reported that in regard to the Bogart situation there had been an innovative discussion with the board and the sheriff about putting a sub-station of the sheriff's office in the workroom of the Bogart Library. They are also putting in a camera to be beamed back to the sheriff's office. We're providing a computer and T1 line. The Dean of the College of Education has approached us about an internship (100 hours) before a student could be accepted into their program. Some locations may be able to use them for afterschool programs for example. Please let her know if your location can use this program. The Performance Appraisal form will be ready to use in May. There was a good day-long workshop to come up with this. We have received a State Library Grant of $3500($700 per branch) to develop a cooperative program with local schools. Mrs Ames

accounting system would be continued through 12/31/02 - then the state expects local library systems to pay for the maintenance. This is an unfunded mandate and she asked board members to contact their legislators now. The Bogart Branch was held up recently. The Oconee Board chose to borrow from their reserve fund to schedule someone else to be there all hours they are open through the end of the fiscal year. Then they will probably cut hours. The Friends of the Library got a $1500 grant from the Junior League for Family Fun Day.

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encouraged all board members to consider joining the Georgia Trustees Association. They are planning to have Cathy Helms for an afternoon workshop; plus a FOL USA Advocacy workshop. The information for these will be coming later. We will send out two passes for each board member to attend the ALA exhibits in Atlanta June 15,16,17,and 18. Mrs. Ames noted that she would be speaking at the SOLINET annual meeting on Spanish-speaking programming.

Old Business

Policy Changes - Challenged Materials. The Policy Committee met and is proposing using the two different guidelines(attached) for handling challenged materials. After some discussion, Mrs. Drewry moved the guidelines be accepted as amended with Mr. Shapiro providing a second. The vote was unanimous.

Credit Card Policy - After presenting the policy (attached), it was unanimously accepted following a motion and second from Mr. Ruffin and Mr. Pollock.

Records Retention. This was accepted with changes of TBC to Special Needs Center per previous vote on what the state requires of us when the Performance Appraisal was approved on January 17, 2002.

New Business

Fixed Assets - GASB - Phase III - will fall into this accounting period. We will have to set a threshhold as a capital expense. Very few things are($5000 threshhold). Van, bookmobile, etc.

The Accounting system was discussed again. This is really a trust issue for us. We've been to three demonstrations and have to choose by the end of May. Both of these two issues are unfunded mandates.

Also mentioned was having to pay for audits. Ms. Smith suggested that we have to get busy at the state level and talk to Mr. Veatch and others about our concerns. She suggested going to local commissions too with a restatement of implications. We need to use our Friends groups and e-mail too to get the word out. It was unanimously resolved upon a motion a second from Dr. Prokasy and Mr. Downs that a letter be sent from the board expressing the board's concerns to area legislators.

There being no other business, the meeting was adjourned at 4:47.

Kathryn S. Ames

Kathryn S. Ames, Secretary

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
July 9, 2002

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Mr. Pollock, Chairman. Present were Ms. DeJoy, Mr. Dendy, Ms. Dunn, Mr. Eberhard Ms. Hartle, Mr. Heyl, Ms. Kohl, Mr. Mokler, Mr. Prokasy, and Ms. Tweedell. Ms. Abercrombie, Mr. Berryman, Ms. Middleton, Ms. Pope and Mr. Ruffin were excused. Staff representatives included Mrs. Ames, Mrs. Walker, Mrs. Ferrelle, and Ms. Simonds.

The minutes from the meeting of April 9, 2002, were approved as corrected.

Mr. Eberhard presented the financial report. Our 2002 budget must be amended to bring it within the 10% variation required by state guidelines. The budget was unanimously amended as presented on a motion and second from Mr. Prokasy and Mr. Eberhard.

There were no members of the public present. The agenda was unanimously adopted after voting to move the mini-tour until the end of agenda business.

Committee reports followed.

Friends of the Library - Diane Hartle reported that August 3 is Family Fun Day from 9-1 and they are seeking volunteers. July 28 is Puppet Making Day. She encouraged board members to become a Friend!

Winterville - Laurie Tweedell reported that circulation has doubled since March. It has been a busy summer with 50 kids registered for the summer reading club. Their big concern is they can't shelve fast enough! The book sale at the Marigold Festival raised $1000.

Endowment - There is some reorganizing happening under the leadership of Todd Emily. Mrs. Dupree, former Endowment Chair, Athens-Clarke County and Regional Board Chair is now in a nursing home and cannot serve on the Endowment Board of Directors any longer. Mr. Pollock asked Mr. Prokasy to serve as the Board's representative. This was unanimously approved on a motion and second from Mr. Eberhard and Ms. Tweedell.

PR- Mrs. Ferrelle reported about the one year trial advertising project. Copy will be developed here and we will have a set day of the week for our information to appear in the Banner-Herald. The newspaper will find sponors to pay for this. Board members suggested Kroger, Publix, Bell's, Barnes & Nobel and Borders as possible sponsoring partners. It was also mentioned that the Council on Aging had a nice newsletter where we could also include library information.

Results of the patron survey will be given to board members at the next meeting.

Book Action Committee - no report.

Director's Report

Mrs. Ames presented the Director's report which is attached. She explained the significance of OBP population figures on our materials budget. In FY02 our population was 91,394. In FY03 it is 84,408. That means FY02 at 54 cents per capita = $49,353 and in FY03 at 51 cents per capita it is $43,048. OPB has promised to review our census numbers and board members were urged to protest to their legislators.

Unfinished Business:

Technology Report - Mrs. Walked reported that we have applied for the 5th year of the 3-rate grant. The second part is for internal connections including telephone system. We hope we get this.

Mrs. Walker also noted that CIPA has been struck down by the court in Pennsylvania. It will be appealed but we already comply with NIPA(to be able to apply for e-rate).

PINES - Mrs. Walker said that as of June 30 we have ended Dynix. Circulation has nearly finished the tranfer of old data and on July 15 will load the new version in a test mode. Acquisitions should be tested on interfaces with the catalog. Patrons can now place holds.

New Business

FY03 Budget Contract with Athens-Clarke County - The budget totaling $1,305,536 was unanimously approved on a motion and second from Mr. Prokasy and Mr. Dendy.

FY03 Budget - Proposed Budget B was unanimously approved on a motion and second from Mr. Dendy and Mr. Heyl.

SPLOST Planning Committee - Mr. Eberhard proposed that the board start planning for any library projects they feel should be included the next SPLOST. A committee of three was appointed: Mr. Eberhard, Chair, Mrs. DeJoy and Mrs. Dunn.

Stitching Stars - This request was unanimously passed on a motion and second from Mr. Dendy and Ms. Kohl.

Nominating Committee - Mr. Pollock appointed the following committee to bring a proposed slate to the October meeting: Mr. Dendy, Chair, Mr. Berryman and Ms. Pope.

There being no further business, the meeting was adjourned at 5:00 PM and the tour followed.

Kathryn S. Ames

Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
July 18, 2002

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Miller, Chairman, at 3:31. Attending from Athens-Clarke County were Mr. Eberhard, Mr. Ruffin and Mr. Pollock; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram, Mr. Moak, and Mrs. Murray; from Oconee County were Ms. Dunham, Ms. Smith, and Mr. Billings; and from Oglethorpe County were Mr. Shapiro, and Mrs. Drewry. Mr. Downs was excused. Mrs. Ames, Mrs. Simonds, and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the April 18, 2002, meeting were approved as mailed. No members of the public were present. The agenda was adopted after moving the Regional Budget to the top of the agenda on a motion and second by Mr. Shapiro and Mr. Pollock.

Financial Report - Mrs. Simonds presented the attached financial report. She explained that the revenue side of the budget was balanced by transferring $857.34 from the reserve. The expenditure side had many line items such as travel, printing and publicity, Summer Reading Club where the variation was 10% over or under the budget figure. Mrs. Simonds then presented the Amended FY02 Budget and proposed the board adopt this as it reflects the changes needed to meet state audit requirements. Mr. Eberhard and Mr. Shapiro moved and seconded this proposal and the vote was unanimous.

Mr. Miller introduced Chantal Dunham to the board and welcomed her in person.

Mrs. Simonds presented the FY03 Regional Budget. She explained where the changes were in both revenue and expenditures because of lower state funding particularly in M & O. The board asked that several changes be made and Mrs. Simonds left the meeting do to so.

Mrs. Ames reported that Debt Collect had been tied into the Dynix system and since we no longer have Dynix it will be discontinued at the end of July. The state is investigating this for PINES though.

Staff Report - Mrs. Ames played the PINES CD for the board. The audio wasn't working properly so she assured each board member they would receive their own copy when it is re-mastered.

Mrs. Simonds returned to the meeting with revised copies of the FY03 budget. The revised budged was unanimously accepted on a motion and second from Mr. Pollock and Mr. Ingram.

The State Aid Awards with mandatory reductions from the Governor totaling $334,293 were unanimously accepted on a motion and second from Mr. Shapiro and Mr. Eberhard.

Regional Reports

Athens-Clarke County: Mr. Eberhard reported that the main business had been amending and approving budgets. He also noted that because OPB had used a very low population number for Clarke County for FY03, our materials budget had all but disappeared. OPB has promised to review our census numbers and board members were urged to protest to their legislators. Another county could be next. A committee to plan for the next SPLOST was appointed and there will be a one year trial of a new publicity agreement with the Banner-Herald to highlight library information.

Oglethorpe County: Ms. Drewry noted that the FOL were still doing well. They held an ice cream social for fundraising agencies. They also amended the FY02 budget and adopted the FY03 budget.

Oconee County: Linda Smith said that library usage continues to increase. Some county employees were trained using the library's computer lab. The Summer Reading Club is doing well with 1000 children registered in Watkinsville and 300 in Bogart. They have some corporate sponsors helping out. The county gave no additional funding for Bogart so the board voted to slash the book budget and reduce the percentage of raises for employees. This accomplished funding 19 of the 31 hours needed and an anonymous donor made up the difference. So, two part-time employees will be hired for these hours to save having to pay benefits. Ms. Smith mentioned two excellent speakers who have or will present programs. The FOL has received a $2000 grant from Walton EMC for materials. They are looking for fundraisers so they can purchase a sign for the library.

Madison County: Mr. Ingram said they have both a new children's assistant and a new board member, Gail Bates, who replaced Miriam Tiller. Circulation is up about 2,000 over last quarter and computer usage is up too. The library is offering afternoon and evening computer classes. There is a Young Adult reading club this year as well as increased registration for the Summer Reading Club. Mike Moak reported that the FOL had helped coordinate a Chamber of Commerce breakfast which was well attended. They continue to try to take the library to the community by attending festivals around the county. He distributed Madison County Library fans which they had made to generate great publicity.

Franklin County: Ms. Gothard reported that the Board of Commissioners had turned down their request for additional funding. They also had approved their FY03 budget. The have adopted a statement of vision and goals for the next three years. Both branches are doing well but Summer Reading Club attendance is down. Overall library usage is up from last quarter. Both

branches will hold computer classes this fall. Royston has spent gift money on puppets and Lavonia a bicycle rack and gift books. In Lavonia volunteers have planted shurbs and annuals around the library and in Royston the meeting room has been updated a general face lift which looks really good.

Director's Report

Mrs. Ames apologized again for the chaos on the budgets. Our audit report is finished and we have one new finding. A CD was not fully collaterialized at the end of the fiscal year. We had nothing to do with this not happening and Athens First Bank has now collaterialized it - but its our finding. The Fixed Assets finding will not go away until next year when we have new accounting software. We have hit a milestone: we exceeded 1 million in circulation as a region for FY02, 1,167,933 to be exact. This board voted to continue to share books as we have been and PINES has voted that the local system can decide either way. We're staying the same. Mrs. Ames mentioned several exciting speakers coming this fall funded by an ALA//Georgia Humanities Grant. She also reminded members of the GLA Trustee meeting here in Athens on Oct.9-11. There will be a free breakfast on October 10 sponosored by SIRSI and Interface Electronics.

Old Business

Accounting System Update - in the information mailed previously the accounting software should upgrade from the 7:13 to 7:16 version within the month. If we find the new module doesn't meet our needs we can change. The state has heard our complaints about funding the maintenance for the accounting system so thank you for writing or calling.

New Business

The Executive Committee will schedule a time to perform the director's annual evaluation. If you have any comments please let them know.

Mrs. Ames asked to include $2,000 in the FY03 budget to retain legal services, if needed. This would be used from January-June after Mr. Berryman's term expires(he is an attorney on the Athens board now and has provided advice pro bono). The motion was unanimously passed on a motion and second from Mr. Ruffin and Ms. Drewry.

There being no other business, the meeting was adjourned at 4:47.

Kathryn S. Ames

Kathryn S. Ames, Secretary

Executive Board Meeting
September 13, 2002

Present: Mr. Pollock, Mr. Prokasy, Mr. Berryman, Mrs. Ames, Mrs. Blake. Mr. Eberhart was out of town and excused.

The meeting was convened at 12:10. The Board met to discuss a policy recommendation to cover unruly patron conduct. After considerable discussion, Mr. Prokasy recommended adopting the Gwinnett policy modified as needed and then appointing a board committee to amend and add other sections later. It was agreed that due process is essential to such a policy and that the progressive steps to be taken in this policy will at least get us started. Staff members should promptly complete an incident report following each event. The committee agreed to recommend the policy with these changes to both the Athens-Clarke County and Athens Regional Library Board meetings.

ATHENS CLARKE COUNTY LIBRARY BOARD
MINUTES
October 15, 2002

The quarterly meeting of the Athens-Clarke County Library Board was called to order at 4:00 by Mr. Pollock, Chairman. Present were Ms. Abercrombie, Ms. Bell(replacing Laurie Twedell), Mr. Berryman, Ms. DeJoy, Mr. Dendy, Ms. Dunn, Ms. Hartle, Mr. Heyl, Ms. Pope, Mr. Prokasy and Mr. Ruffin. Mr. Eberhard, Ms. Kohl and Mr. Mokler were excused. Ms. Middleton has resigned and moved out of town. Staff representatives included Mrs. Ames, Mrs. Walker, Ms. Navarre, Ms. Ferrelle, Ms. Simonds and Mrs. Blake who recorded the minutes.

The minutes from the meeting of July 9, 2002, were approved as mailed on a motion and second from Mr. Prokasy and Ms. Abercrombie.

Ms. Simonds presented the financial report. Fines and Fees are low for the quarter and at 23% overall, Revenue is a little under where it should be. Expenditures are at 23.46% overall although several line items are already well over budget including Advertising, Equipment Repair and Printing/Publicity. The new Resource Centers are shown on SPLOST.

There were no members of the public present. The agenda was unanimously adopted on a motion and second from Mr. Prokasy and Mr. Dendy.

Staff Report - Heatherleigh Navarre reported on the Library Store and volunteer efforts. The Store financial report shows that sales increased by about 20%. There was $7,000 more in Goods in the FY03 budget. She reported a great increase in library departments using volunteers. (attached reports)

Committee reports followed:

Friends of the Library - Mrs. Ames noted that the Friends information about Café au Libris on October 26 is included in the board packet along with Gail Firestone's report on the GLA "Grassroots Advocacy Pre-Conference" for Friends.

Winterville - Ms. Bell reported that the library board has drafted a letter asking the City Council to give the library more money so they can raise the Branch Manager's salary and add 4 more hours per week to the library's schedule.

Endowment - Stacey Ferrelle reported that the Sharon McCrumb fund raiser was a success. Our sponsors were First American Bank, Georgia Power, Todd Emily, Clementi Holder and Lyndon House Arts Center where the event was held. About $5,000 was raised.

PR- Mrs. Ferrelle also reported the one year trial advertising project from the Banner Herald is still in the works. Mr. Eberhard has suggested a good PR move would be to plan a reception and tour for newly elected officials. The PR committee met October 7 to plot a timeline for planning the next SPLOST.

Book Action Committee - There was one compalint, a YA novel, *Crush*, which the committee agreed to retain. There is a new complaint on a video which is working its way through the committee.

Building and Grounds - Refer to the written report in packet about the significant improvements made in the last month. Mr. Pollock will write a letter of thanks to the county.

Director's Report

Mrs. Ames presented the Director's report which is attached. She directed the board's attention to the Auditor's Report which finally has all the old findings removed - the only one still applicable is regarding fixed assets. The Thomas Lay Park Resource Center is open and the East Athens Center opens tomorrow. Our library has applied for a federal incentive grant for these Centers and for Winterville. We will have a Grand Opening perhaps around November 1 as we are waiting for the rest of the furniture to arrive. We will have 4 positions open on this board. Mr. Mokler is the only one reapplying. Please recommend people to this board. The GLA breakfast here was a success - 150 people with great food and a good tour.

Unfinished Business—

Constitution and Bylaws - Mr. Berryman as chair of the committee recommended that the board amend the documents as mailed. Mr. Ruffin provided a second and the vote to amend was unanimous.

Reduction of Materials Budget - we will wait to see if there are further reductions by the end of the quarter. In January we may have to amend the budget.

New Business

Nominating Committee - Mr. Dendy, Chair, offered the following slate of officers for approval: Chairman - Bill Prokasy; Vice-Chairman - Judith DeJoy; Treasurer - Wally Eberhard. Ms. Dunn provided the second and the motion was accepted by acclamation.

Unruly Patron Policy - The Executive Committee met and discussed the attached proposed policy. They recommend that the board adopt the policy as it provides for both notice and a hearing with the intent that this issue/policy will continue to be discussed and perhaps amended. Mr. Prokasy and Ms. DeJoy moved and seconded that the policy be adopted and it was passed unanimously.

Staff Recognition - Mr. Heyl moved that this procedure be removed from the policy manual with Ms. Abercrombie providing a second. The vote was unanimous and the Friends will continue to support some kind of recognition for staff.

Appoint Regional Board Member - Mr. Pollock appointed Jim Heyl to fill his position at the Regional Board for the January meeting since he will no longer be a board member at that time.

Mrs. Ames presented special books honoring our departing board members, Bill Berryman, Phil Pollock and Barbara Middleton, to be added into the library's collection.

There being no further business, the meeting was adjourned at 5:00 PM and the tour followed.

Kathryn S. Ames

Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
October 17, 2002

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Libby Murray, Vice-Chairman, at 3:30. Attending from Athens-Clarke County were Mr. Prokasy and Mr. Ruffin; from Franklin County were Ms. Gothard and Mr. Mathis; from Madison County were Mr. Ingram and Mr. Moak; from Oconee County were Ms Firth for Ms. Smith, and Mr. Billings; and from Oglethorpe County were Mr. Shapiro, and Mrs. Drewry. Mr. Downs arrived late. Mr. Eberhard, Mr. Miller, Mr. Pollock and Ms. Smith were excused. Ms. Dunham was absent. Mrs. Ames, Mrs. Simonds, Ms. Plaksin and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from the July 18, 2002, meeting were approved as mailed. No members of the public were present. The agenda was adopted on a motion and second by Mr. Prokasy and Mr. Shapiro.

Financial Report - Mrs. Simonds presented the attached financial report. Revenues are at 24% of the total so we are in good shape. The state moneys come every month. Interest is posted at the end of the year. Expenditures are a little low. The Debt Collect service is only collecting on old accounts (1 year or ~~less~~ more). We are still maintaining records of $35 or more to track down. Supplies are high because we just ordered our yearly supply order. The grand totals are at 21% for Revenues and 23% for Expenditures which are almost where we should be for the year.

Staff Report - Sue Plaksin demonstrated all the facets of the re-designed library web page. She hopes to update all pages to Spanish when she finds a translator.

Regional Reports

Oconee County: Ms. Firth reported on Vacation Reading Club and Back to School activities. There were 79 programs offered. Adult programs in the evening have been very successful too. Two people have been hired part-time so the Bogart branch is staffed with two people at all times. The former president of the Oconee Friends group is now a member of the library staff. October 26 is the Oconee Fair.

Oglethorpe County: Ms. Drewry noted they have found budget descrepancies on the good side - the county has been sending too much money. There will be several workdays in December to work on landscaping. There are 3 new people in the part-time positions. A nominating committee and a committee to evaluate the building have been set up. The library had a successful VRC and there are a lot of classes going on. The Branch Manager has been asked to serve on the Reading Excellence Grant board.

Madison County: Mr. Ingram said that the budget appears to have passed the County Commission without any changes. The Constitution has been revised and amended. There is a new board member, Fern Coutant. The board has elected new officers and they are working on some contracts. He had a compliment from the County Commission that they liked what's happening at the library. Mr. Moak noted that the photo archives project kickoff last week was successful and that the FOL booksale starts today.

Athens-Clarke County: Mr. Ruffin said that the Constitution and Bylaws had been amended. New officers were elected: Bill Prokasy, Chair; Judith DeJoy, Vice-Chair; Wally Eberhard, Treasurer. Three members are rotating off the board and new ones have yet to be appointed by the Commission.

Franklin County: Mr. Mathis reported they had no quorum at their meeting. Their strategic plan needs further work. Computer use is up in both libraries over last year but they need to increase hours to increase usage. The Branch Manager in Lavonia is out for surgery for two months and has been temporarily replaced.

Director's Report

Mrs. Ames referred the board to her written report. The Performance Audit from GPLS will be sent out as soon as errors are corrected. Athens-Clarke is having an exciting fall with the two new resource centers opening. There will be a Grand Opening after all the furniture and equipment arrives. These centers are SPLOST funded. The OPB has approved $2 million to go into the supplemental budget for repair money($3,000 per county)available after January. Life safety is the #1 reason for getting approval for a repair and Mrs. Ames will work with each county to raise issues that need work. The state has notified library directors to be prepared for a 3-5% reduction the budget. Originally directors were told it was going to come from materials. The bookmobile schedule may have to change.

Old Business

Accounting System Update - the library has decided to try to Fundware upgrade for 1 year. Mrs. Simonds is going to a users conference next week on the different reporting software available. We have received $12,000 to be used for the accounting system upgrade and will hold on to it to see if we can stand the "new, improved Fundware."

Amend State Materials Budget - The new materials grant is $81,463 instead of $95,806. Mr. Ruffin made a motion and Mrs. Drewry the second to approve the revised budget. It was passed unanimously.

Audit Update - Mrs. Ames announced great news - several old findings have finally disappeared. All that's left is fixed assets and the new Fundware is supposed to have the software to take care of that.

New Business

Ratify Assurances - Kathryn Ames has been authhorized as the designated officer and has signed off on these assurances per the board's approval. This approval was unanimous on a motion and second from Mr. Prokasy and Mr. Moak.

Unruly Patrons - This policy puts teeth into dealing with this problem - it gives due process and though it may serve in the long run, is intended as an interim statement. Mr. Shapiro asked that "patron" be substituted for the word "customer". The policy was approved on a motion and second from Mr. Ingram and Mr. Mathis.

PINES Policy Revision - Fines and Fees in all the branches is lower this year. One of the reasons is in the charge for long overdue items and the processing fee the library is allowed to charge. Mr. Shapiro moved to accept the policy as proposed with Mrs. Drewry providing the second. The vote was unanimous.

Library Calendar - Mrs. Ames noted that it is customary for the library to close at 6:00 p.m. on December 31 and the day before Thanksgiving. She would like to add this to the bottom of the printed calendar. Mr. Downs and Mr. Ingram moved and seconded a motion to accept this revision. The vote was unanimous.

Mrs. Ames asked board members to look at the PINES Postage Reimbursement and Vacation Reading Club statistics provided in the board packet.

There being no other business, the meeting was adjourned at 4:32.

Kathryn S. Ames

Kathryn S. Ames, Secretary

ATHENS REGIONAL LIBRARY
AGENDA
October 17, 2002

Call to order.

Review and approve minutes of July 18, 2002.

Public Comment.

Adopt Agenda.

Financial Report.

Staff Report: Sue Plaksin - Web Page

Regional Reports.

Director's Report.

Old Business.
- Accounting System Update
- Amend State Materials Budget - $81,463
- Audit Update

New Business.
- Ratify Assurances and Civil Rights Statement
- Policy: Unruly Patrons
- Policy: PINES changes
- Library Calendar for 2003

Other Business.

Adjourn.